

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**EMERGENCY ADDRESS COORDINATOR  
FIRE AND RESCUE DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs technical and administrative work in the development, implementation, and maintenance of City of Asheville Geographic Information System (GIS) projects, particularly street naming and addressing and Asheville Fire and Rescue service areas. Work is performed under supervision of the Deputy Fire Chief with technical guidance from the City of Asheville GIS Coordinator.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class is responsible for assisting staff and management in the development, implementation, and maintenance of GIS projects and databases for the streets and addresses and Asheville Fire and Rescue service areas within the City of Asheville. Responsibilities include developing, editing, maintaining, and documenting GIS and related databases and performing and providing guidance with data quality control and quality assurance. Responsibilities also include technical assistance to staff and management using GIS technology. Work involves developing major database components of the City's GIS which will focus on street names and addressing and Asheville Fire and Rescue service areas. Work involves the collection, indexing, documentation, and maintenance of a digital geographic database to include a full range of infrastructure mapping, geographic and related information. Work may also include performing field mapping using Global Positioning System (GPS) and mobile computing equipment and integrating the collected information into the City's GIS. Work is under general supervision of the Deputy Fire Chief and is evaluated by conferences, reviewed through records and reports, and overall completeness and effectiveness of GIS projects, applications, and databases. Work is conducted jointly and cooperatively with other City of Asheville and Buncombe County staff.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Works with staff, management, and Buncombe County Street Name and Address Coordinator to develop, update, and maintain an official, shared Street Naming and Addressing Ordinance. Adheres to the established rules for street naming and addressing as specified in this ordinance. May be assigned *Street Address Administrator* authority as established by Council Ordinance.

Performs difficult and exacting work involving archival research and field verification to ascertain correct street naming and addressing information and record that information in the shared City of Asheville / Buncombe County streets and addresses GIS

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database. May develop street sign and structure address field verification project for supporting AFRD staff to include formal procedure, quality control, and quality assurance measures. Utilizes existing GIS application provided by Buncombe County for editing the streets and addresses database. May also utilize applications provided for correcting, updating, and maintaining streets and addresses data within the City's HTE database.

Works with City of Asheville and Buncombe County staff to develop, update, and maintain AFRD GIS data layers supporting the joint Buncombe County / City of Asheville Criminal Justice Information System (CJIS) Computer Aided Dispatch (CAD) module.

Assists departmental staff and management to develop, document, and implement GIS databases and projects; assists departmental staff in database and project maintenance; provides technical assistance as needed.

Serves as a GIS Data Steward for departmental databases:

- Develops, updates, maintains, and shares GIS data;
- Ensures security, integrity, and recovery of GIS data;
- Documents and indexes GIS data;
- Notifies City of Asheville staff and others of GIS data availability and updates;
- Provides requested information regarding databases;
- Provides timely and thorough input to the Annual GIS Data Inventory; and
- Provides timely and thorough input to the Annual GIS Needs Assessment.

Consults with the GIS Coordinator to assure that these departmental databases are current, meet City standards, are documented, indexed, and available to management, staff and citizens using the City's GIS.

Provides input to various management committees, panels, commissions, etc, attending meetings and providing input based on expertise and observations, as appropriate.

### **ADDITIONAL JOB FUNCTIONS**

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of database management, including Microsoft Access.

Considerable knowledge of GIS data models and an understanding of how to analyze and manipulate them.

Current knowledge of GIS software, including ESRI's, ArcGIS product suite for Microsoft Windows operating system environment.

Considerable knowledge of map preparation, computer aided mapping and illustration work.

Considerable knowledge of the North Carolina Technical Specifications for Base, Cadastral, and Digital Mapping.

Considerable knowledge of local government practices and services.

Ability to effectively manage projects.

Ability to solve problems.

Ability to perform high level analysis in a complex environment.

Ability to carry out difficult written and oral instructions.

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Ability to establish and maintain effective working relationships with others.

Ability to explain technical information to non-technical users and tactfully deal with the public and with other local government representatives.

Ability to express ideas effectively both orally and in writing.

### **MINIMUM EXPERIENCE AND TRAINING**

Associate's degree in computer science, geography, cartography, or related field, and 1 to 3 years of related experience, to include considerable experience with the use and development of GIS databases; and/or any equivalent combination of training and experience required to perform the essential position functions.

### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health and safety of the employee or others in the workplace.

Salary Grade 17  
Non-Exempt